Responses to Councilmember Feinberg's Questions Re: Caregiver Grants

Mayor & Council's Priorities and Funding Levels
The presentation will discuss the current grant process as it relates to determination of funding levels and service areas. As part of this process, the Mayor and Council may consider whether they would prefer to establish service area priorities and/or overall funding levels.

Human Services Advisory Commission
According to Resolution No. 5-01, "The Commission shall assist the Mayor and Council in deciding appropriate City roles in human services; shall monitor changes in, and help prioritize, human needs in the City; and shall participate in oversight and evaluation to ensure accountability and cost effectiveness of City and outside providers of human services. (*Attachment 1*).

The Human Services Advisory Commission provides input into policies surrounding the caregiver grants process. In the past, their suggestions have led to such procedural changes as eliminating the staff review panel. However, the commission as a body does not provide recommendations for funding levels of specific applicants. This is done so as to avoid the perception of bias, as the commission's membership includes three caregiver representatives.

Grant Review Panel
The caregiver grant review panel includes two non-caregiver members of the Human Services Advisory Commission, one member of the Recreation and Parks Advisory Board, and one member of the Human Rights Commission. Panel members are provided the grant applications, attachments, site visit reports, and supplemental information on the programs' performance. The panel members review the provided information, score each application (*Attachment 4*), and formulate funding recommendations individually. The panel then convenes and discusses each member's impressions to arrive at a consensus funding recommendation for each applicant.

Funding Sources
In the grant application, non-profits are required to provide a detailed budget for both the applicant program and the organization as a whole. This includes all other sources of funding.

Output & Outcome Reporting
Grant recipients are responsible for completing quarterly output reports as well as mid-year and year-end outcome reports (*Attachments 8, 9 & 10*). The semi-annual outcome reports are intended to capture the impact of the program on the recipients of its services.

Funding Eligibility
Caregiver grant applicants must be non-profit organizations that provide human services to individuals residing in the City of Rockville. To staff's knowledge, no further limitations have historically been in place. The Mayor and Council may opt to change eligibility requirements as they relate to service area or other considerations.

Site Visits
Community Services Division staff and members of the Human Services Advisory Commission perform formal site visits to each program at least once every other fiscal year, in addition to informal site visits, meetings, and support as required. The site visits allow staff to monitor organizations'

performance and compliance with grant requirements; provide technical assistance and respond to questions about tracking and reporting; and offer suggestions for programmatic improvements based on a familiarity with all funded programs. (*Attachments 5, 6 & 7*)

Inflationary Adjustments
This would be a policy decision for the Mayor and Council.

Application Instructions
Organizations are provided instructions as well as attachments to the application that assist them in completing the application (*Attachments 2 & 3*).

Non-Profit Outreach
The application and instructions are posted on the City's website. For the FY 2017 process, Community Services staff compiled a list of all the non-profits in Rockville zip codes (363) and sent applications to 65 organizations judged to be eligible based on human service provision. This outreach resulted in five new applicants, one of which received funding.

Rockville Caregivers Coalition
The Rockville Caregivers Coalition is currently coordinated by Community Ministries of Rockville with Community Services Division staff in attendance and is open to all caregiver organizations providing services to Rockville residents. Attendance is mandatory for caregiver grant recipients. The Rockville Caregivers Coalition meets four times per year for the purposes of networking, sharing information about programs and services, and coordinating their grant funding advocacy efforts.

Other Organizations
Organizations such as Nonprofit Montgomery and Nonprofit Roundtable are not actively involved in the City's human services grants process.

Information Sources
City staff has consulted with Montgomery County, the City of Gaithersburg, and over 20 jurisdictions in this area and across the country for a broad review of human services funding processes. Feedback from other funding sources was useful in assessing potential pros and cons of different funding mechanisms, including contracts or RFPs. However, it is evident that what works in one jurisdiction does not necessarily translate to success in another, based on a variety of factors. City staff analyzed information provided by other agencies in the context of the City of Rockville and offers an assessment of the process options accordingly in the presentation.

Attachments
1. Resolution No. 5-01 re: Human Services Advisory Commission
2. Grant Application Instructions
3. Grant Application and Attachments
4. Application Scoring Sheet
5. Site Visit History
6. Site Visit Protocol
7. Site Visit Report
8. Sample Quarterly Output Report Forms
9. Mid-Year Outcomes Report Form
10. Year-End Outcomes Report Form